



## Process for Telecommunication Facilities

### Administrative Approval Application

1. A separate application is required for each approval, **notarization is required**.
2. A filing fee of \$550 is required for each application (fee is based on application type)
3. A comprehensive written proposal is required to accompany the application.
4. A map showing the location of the subject property-adjacent property owners to be supplied by staff.
5. The applicant must supply the Zoning office with the list of all properties on the mailing list.
6. The applicant is responsible for notifications to all adjacent properties by mail, certified, return receipt. The address on the back of the “green” card must be returned to:

Community Development and Planning  
Zoning Technician  
10455 Armstrong St. Room 207 Annex  
Fairfax, VA 22030

(please make sure the case number is written on the back of the green card)

***Notify staff the date letters are mailed by returning the receipt of purchase to the Zoning Office.***

7. Plans must accompany the notification letters (8 ½ x 11 is acceptable).
8. Please see sample notification letter.
9. Applicant may e-mail a draft application packet for review if desired, prior to formal submission.

E-mail: [alexis.el-hage@fairfaxva.gov](mailto:alexis.el-hage@fairfaxva.gov) or [carolina.garcia@fairfaxva.gov](mailto:carolina.garcia@fairfaxva.gov)

NOTE: If a project requires the Board of Architectural approval, the approval must be completed prior to administrative approval.

If you should have questions or concerns regarding this process, please contact the City of Fairfax zoning office at 703-385-7820 or by e-mail at the above addresses.

**(SAMPLE LETTER)**

**Notice of filing of an application for Administrative Approval for  
(Insert type of application here)**

Date

**CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

Name

Mailing Address

**Re: Address and parcel ID# required**

Dear Property Owner:

This letter is to inform you that I have filed an application with the City of Fairfax, Department of Community Development and Planning, seeking an Administrative Approval for Telecommunication Facilities **(Scope of proposal)**.

Applications for Telecommunication Facilities are reviewed by the Zoning Administrator and approved administratively. If you should have questions or concerns, please contact the City of Fairfax Zoning Office, at 703-385-7820 within five (5) days of receipt of this letter.

Sincerely,

Applicant's name

Mailing Address



**Application for Administrative Approval of Telecommunication Facilities**  
**City of Fairfax Zoning Office**  
**(703) 385-7820**

**Application Number:** \_\_\_\_\_

**FEE: \$550.00**

**Notice Letters sent out:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

**BAR Required:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_ **Fax number:** \_\_\_\_\_

110-35(b) Antennae structures and towers for radio, television, and/or telecommunications reception or transmission (hereafter referred to as telecommunication facilities) may be located on existing conforming structures in the city not to exceed a maximum height of 65 feet measured from the ground level to the highest point of such structure or telecommunication facility. If the total height of the telecommunication facility and the structure on which it is mounted exceeds 12 feet, the placement and location of such telecommunication facility shall be subject to approval of the zoning administrator, who shall coordinate this decision with the building official. The zoning administrator shall employ the following standards and criteria in determining whether to approve any proposed placement or location of such telecommunication facility pursuant hereto:

- (1) The placement or location shall conform to all building restriction lines and setbacks in the applicable zoning district.
- (2) The placement or location shall minimize any danger of personal injury or property damage to adjoining property owners and the applicant in the event such telecommunications facility and/or the structure on which it is mounted should collapse or otherwise become unstable.
- (3) The placement or location shall take advantage of existing topography, trees, structures and other obstructions to screen such telecommunications facility from adjoining and nearby properties to the extent possible; provided that the placement or location does not prevent compliance with the standards and criteria set forth in subsections (b)(1) and (2) of this section.
- (4) The proposed facility and/or structure shall be consistent with the city's adopted policy for telecommunications facilities:

This Policy is intended to provide more detailed guidance and amplification of the telecommunications objectives listed in the Comprehensive Plan. The policy reiterates the requirement to collocate facilities, where possible, and to ensure compatibility of land uses. Further, it addresses in depth the siting and design criteria referenced by the third of the telecommunications objectives listed in the Comprehensive Plan. Telecommunication facilities should be provided only in accordance with the guidelines listed under the Collocation, Compatibility, and Siting and Design objectives below. In such case where the application of one guideline may conflict with the application of another, the best balance should be achieved to minimize the negative impacts of the facility and to ensure compatibility with nearby land uses.

**Objective I: Collocation**

The City will seek to minimize the impact of telecommunication facilities by requiring that providers of telecommunication services:

- ☐ 1. Locate necessary antennas and equipment on existing structures;
- ☐ 2. Share facility locations on the same property with other service providers;

- 3. Share items such as structural attachments, cable shrouds, equipment shelters, and equipment cabinet pads with other service providers;
- ☐ 4. Coordinate with other service providers in the fulfillment of any screening, landscaping, access and utility requirements; and
- ☐ 5. Coordinate with other service providers in the digging of trenches or underground conduits for the placement of any cables or other equipment under or through any street or right-of-way.

## **Objective II: Compatibility with Nearby Land Uses**

The City will attempt to ensure compatibility of telecommunications facilities with nearby land uses by assuring that the providers of telecommunications services:

1. Locate telecommunications facilities in the following areas in descending order of preference:
  - ☐ (a) On property that is already developed with a public utility structure that is at least 90% of the height of the proposed telecommunications facility;
  - ☐ (b) On property that is already developed with any structure that is at least 90% of the height of the proposed telecommunications facility;
  - ☐ (c) In industrial districts;
  - ☐ (d) In low visibility areas of commercial districts;
  - ☐ (e) In properly buffered and screened residential districts where a clear need for such facility has been established and no industrial or commercial land is available nearby that is technically suitable to support the facility.
2. Locate each antenna that is to be attached to an existing building or to an existing public utility structure in such a manner as to provide the least visual impact of the facilities on the surrounding public and residential areas;
3. Locate each antenna that is to be attached to a new freestanding structure (including a monopole) or to an existing or reconstructed tower to minimize its height and visibility. Provide a setback for the entire structure from all lot lines and on-site buildings, customer-parking areas, and other areas designated for regular active use. The setback should be a horizontal distance equal to the height of the top of the antenna above average elevation of the ground around the structure;
4. Locate all transmitting, receiving, switching, power and other supporting equipment entirely within existing buildings, where possible;
5. Meet the setback requirements of the zone for any new buildings that are found necessary to house supporting telecommunications equipment;
6. Establish a community liaison with all adjacent civic associations prior to the construction of the facility and to continue throughout the period of use of the facility;
7. Comply with FCC regulations relating to radio frequency emissions and FAA regulations on lighting; and
8. Provide for access, removal of all defunct equipment within six months of discontinuance of use, and bonding of construction and removal.

## **Objective III: Siting and Design**

The City will attempt to mitigate the negative impacts of telecommunications facilities by requiring that providers of telecommunications services:

- ☐ 1. Choose locations for proposed new telecommunication facilities for least impact on surrounding neighborhoods while providing adequate service for the area to be served by the proposed facilities;
- ☐ 2. Provide detailed plans and cross-sections of the proposed facilities adequate for determining their impact on nearby neighborhoods;
- ☐ 3. Design all facilities to be aesthetically and architecturally compatible with surrounding environment to the maximum extent possible;
- ☐ 4. Design all facilities to assure that the telecommunications facilities are not the most prominent visual feature of the site;
- ☐ 5. Use construction materials and color schemes appropriate to the zoning district and to any existing nearby developed properties;
- ☐ 6. Design any necessary utility buildings to be compatible with the character of the surrounding neighborhood;
- ☐ 7. Minimize the number of buildings and equipment cabinets necessary for each location;
- ☐ 8. Screen any ground-level equipment or structure bases using a planting scheme and a wall or fence that together provide the equivalent of "Screen D" described in City Code Section 110-258;
- ☐ 9. Construct antenna facilities no higher above adjacent ground elevation than is reasonably necessary to achieve desired coverage and to permit collocation;
- ☐ 10. Do not illuminate structures or antenna facilities unless required by the Federal Aviation Administration or the FCC. If illumination is required, it should be effectively shielded from neighboring residential properties to the extent possible;
- ☐ 11. Demonstrate that the proposed facility will be safe and structurally sound;

- ☐ 12. Provide to the City a letter of intent committing the provider and all successors in interest to allow shared use of the facility subject to reasonable terms and conditions for collocation;
- ☐ 13. Comply with FCC regulations relating to radio frequency emissions; and
- ☐ 14. Establish a community liaison with all adjacent civic associations prior to the construction of the facility and continue the liaison throughout the period of use of the facility.

The following additional guidelines will apply to the use of City-owned property and rights-of-way:

- ☐ 1. Any use of City-owned property for telecommunication facilities will require execution by the applicant of a lease agreement with the City acceptable to the City Council.
- ☐ 2. Lease and license agreements for telecommunications facilities will address issues including, but not limited to access for maintenance, removal on cessation of use, bonding, availability and charges for shared use, compensation to the City for the use of public property, and reimbursement of cost incurred by the City; and
- ☐ 3. The City may require compensation from telecommunications services providers for the use of City-owned property and facilities.

**Building Official Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board of Architectural Review Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Zoning Administrator's conditions:** \_\_\_\_\_

\_\_\_\_\_

**Zoning Administrator's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

01/09